

M e m o r a n d u m

Date: January 8, 2010

To: Judicial Protection Section - South

Attention: Lieutenant J. L. Mobley

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.13842.010

Subject: 2009 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Judicial Protection Section - South was conducted on August 26, 2009. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that California Highway Patrol inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on November 30, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 93 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total stratified sample size of 40 items when rounded up to the next whole number (d).

Safety, Service, and Security

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	1	1.08%	0.41	1
Telecommunications	54	58.06%	22.06	23
Fleet	9	9.68%	3.68	4
Weapons	29	31.18%	11.85	12
Total	93			40

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 36 of the 40 items were located. Two telecommunications related items were not available for inspection due to personnel transferring to new Areas and the items were taken with them (See Attachment C, Management Memorandums), and two telecommunications items listed on the property report could not be located. In addition, the asset number corresponding to one telecommunications item was written in pen and instead requires a decal, and one telecommunications item was not listed on the property record. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, six of the six items reconciled. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate all discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through your respective Division by April 8, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

Judicial Protection Section - South

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January 8, 2010

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.

A handwritten signature in black ink, appearing to read "M. C. A. Santiago". The signature is fluid and cursive, with the last name "Santiago" being more prominent.

M. C. A. SANTIAGO, CIG
Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Field
Protective Services Division
Telecommunications Section
Office of Inspections, Audits Unit

ATTACHMENT A

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL		TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
				CORRECTION NEEDED TO PROPERTY RECORD	OR			
Hand-Held Radio	R68470					X		Officer transferred, see attached MM
Battery Charger - Radio	R87434				X			Decal missing, asset number written in pen
Hand-Held Radio	R90809					X		Officer transferred, see attached MM
Control Head - Mobile	R97264		X					Found in vehicle # 5GSA124
Control Head - Mobile	R89397	X						Property record indicates the asset should be in vehicle # 5GSA124
Mobile Radio	R88046	X						Property record indicates the asset should be in vehicle # 5PEC254

ATTACHMENT B

CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY INSPECTION INSPECTION REPORT
JUDICIAL PROTECTION SECTION- SOUTH 021

ATTACHMENT B

Asset #	Description	Serial #	Y	N	A	T	C	Other/Comments
Property inspection list to equipment								
1	SF1314 BULLHORN, PUBLIC ADDRESS	1558	X					
Equipment to inventory list								

LEGEND:
(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) TRANSFER (C) = CORRECTED

ATTACHMENT B

NO.	SO. #	ASSET #	DESCRIPTION	SERIAL #	LOCATION	MANUFACTURER	NOTES
	1	100403	PRINTER LASERJET 5 COLOR	5114	JPBF102414	021	HEWLETT PACKARD
N	2	129405	SWITCH		7MAV1F779AFF8	021	3COM
N	3	129643	FILE SERVER		D239JZG1D218	021	COMPAQ
N	4	130116	UNINTERRUPTABLE POWER SOUR		AS0303332433	021	APC
N	5	130190	SWITCH		7Y3V2C8AF1E80	021	3COM
N	6	130546	ROUTER		FHK072510N7	021	CISCO
N	7	144250	DVD PLAYER		MC109C030437	021	TOSHIBA
N	8	SF1126	PUBLIC ADDRESS BULLHORN (NORTH)	C1558		021	
	S 9	SF1314	BULLHORN, PUBLIC ADDRESS (SOUTH)	1558		021	
N	10	SF1315	BULLHORN, PUBLIC ADDRESS (NORTH)	C1572		021	

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT C

CALIFORNIA HIGHWAY PATROL
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
JUDICIAL PROTECTION SECTION- SOUTH 021

ATTACHMENT C

Asset #	Equipment Type	Lic/Veh #	Lic/Veh #	Serial #	Y	N	A	T	C	Other/Comments
Property inspection list to equipment										
1	R43516	Mobile Radio	[REDACTED]	[REDACTED]	X					
2	R46519	Mobile Repeater	[REDACTED]	[REDACTED]	X					
3	R46976	Mobile Repeater	[REDACTED]	[REDACTED]	X					
4	R47149	Mobile Repeater	[REDACTED]	[REDACTED]	X					
5	R53338	Mobile Radio	[REDACTED]	[REDACTED]	X					
6	R58160	Mobile Radio	[REDACTED]	[REDACTED]	X					
7	R68470	Hand-Held Radio	[REDACTED]	[REDACTED]				X		Officer transferred, see attached MM
8	R69584	Hand-Held Radio	[REDACTED]	[REDACTED]	X					
9	R69671	Hand-Held Radio	[REDACTED]	[REDACTED]	X					
10	R69672	Hand-Held Radio	[REDACTED]	[REDACTED]	X					
11	R75104	Hand-Held Radio	[REDACTED]	[REDACTED]	X					
12	R86238	Control Head - Mobile	[REDACTED]	[REDACTED]	X					
13	R87434	Battery Charger - Radio	[REDACTED]	[REDACTED]	X					Needs new decal
14	R87443	Battery Charger - Radio	[REDACTED]	[REDACTED]	X					
15	R88046	Mobile Radio	[REDACTED]	[REDACTED]		X				
16	R89397	Control Head - Mobile	[REDACTED]	[REDACTED]		X				Asset # R97264 found in the vehicle
17	R90646	Control Head - Mobile	[REDACTED]	[REDACTED]	X					
18	R90803	Hand-Held Radio	[REDACTED]	[REDACTED]	X					
19	R90804	Hand-Held Radio	[REDACTED]	[REDACTED]	X					
20	R90806	Hand-Held Radio	[REDACTED]	[REDACTED]	X					
21	R90809	Hand-Held Radio	[REDACTED]	[REDACTED]				X		Officer transferred, see attached MM
22	R90810	Hand-Held Radio	[REDACTED]	[REDACTED]	X					
23	R95283	Control Head - Mobile	[REDACTED]	[REDACTED]	X					
Equipment to inventory list										
1	R87491	Battery Charger - Radio	[REDACTED]	[REDACTED]	X					
2	R58149	Mobile Radio	[REDACTED]	[REDACTED]	X					
3	R78976	Control Head - Mobile	[REDACTED]	[REDACTED]	X					
Equipment Located On-Site (Not Listed on Command Property List)										
1	R97264	Control Head - Mobile	[REDACTED]	[REDACTED]	X					CHP 57 required

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ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	LOC	MAN.	Y	N	A	T	C	OTHER
1 R40943	Mobile Radio				021	GE						
2 R41916	Mobile Radio				021	GE						
3 R41987	Mobile Radio				021	GE						
4 R43516	Mobile Radio				021	GE						
5 R45461	Mobile Repeater				021	GE						
6 R45687	Mobile Repeater				021	GE						
7 R46519	Mobile Repeater				021	GE						
8 R46976	Mobile Repeater				021	GE						
9 R47149	Mobile Repeater				021	GE						
10 R49500	Mobile Radio				021	GE						
11 R50039	Scanner				021	UNIDEN						
12 R53113	Scanner				021	UNIDEN						
13 R53338	Mobile Radio				021	GE						
14 R58149	Mobile Radio				021	GE						
15 R58160	Mobile Radio				021	GE						
16 R58386	Mobile Radio				021	GE						
17 R59093	Scanner	correcting			021	UNIDEN						
18 R60946	Battery Charger - Radio				021	MOTOROLA						
19 R66408	Hand-Held Radio				021	MOTOROLA						
20 R66754	Hand-Held Radio				021	MOTOROLA						
21 R68267	Hand-Held Radio				021	MOTOROLA						
22 R68470	Hand-Held Radio				021	MOTOROLA						
23 R68848	Hand-Held Radio				021	MOTOROLA						
24 R69584	Hand-Held Radio				021	MOTOROLA						
25 R69587	Hand-Held Radio				021	MOTOROLA						
26 R69588	Hand-Held Radio				021	MOTOROLA						
27 R69649	Hand-Held Radio				021	MOTOROLA						
28 R69671	Hand-Held Radio				021	MOTOROLA						
29 R69672	Hand-Held Radio				021	MOTOROLA						
30 R69675	Hand-Held Radio				021	MOTOROLA						
31 R69678	Hand-Held Radio				021	MOTOROLA						
32 R69681	Hand-Held Radio				021	MOTOROLA						
33 R71941	Battery Charger - Radio				021	MOTOROLA						
34 R75099	Hand-Held Radio				021	MOTOROLA						
35 R75104	Hand-Held Radio				021	MOTOROLA						
36 R77107	Control Head - Mobile				021	GE						

TRANSFER 10/1

TRANSFER 10/1

TRANSFER 7/1

37 R78976	Control Head - Mobile	[REDACTED]	[REDACTED]	021 GE
38 R86238	Control Head - Mobile	[REDACTED]	[REDACTED]	021 GE
39 R87434	Battery Charger - Radio	[REDACTED]	[REDACTED]	021 MOTOROLA
40 R87443	Battery Charger - Radio	[REDACTED]	[REDACTED]	021 MOTOROLA
41 R87488	Battery Charger - Radio	[REDACTED]	[REDACTED]	021 MOTOROLA
42 R87491	Battery Charger - Radio	[REDACTED]	[REDACTED]	021 MOTOROLA
43 R88025	Mobile Radio	[REDACTED]	[REDACTED]	021 MOTOROLA
44 R88046	Mobile Radio	[REDACTED]	[REDACTED]	021 MOTOROLA
45 R89397	Control Head - Mobile	[REDACTED]	[REDACTED]	021 GE
46 R90646	Control Head - Mobile	[REDACTED]	[REDACTED]	021 GE
47 R90803	Hand-Held Radio	[REDACTED]	[REDACTED]	021 MOTOROLA
48 R90804	Hand-Held Radio	[REDACTED]	[REDACTED]	021 MOTOROLA
49 R90806	Hand-Held Radio	[REDACTED]	[REDACTED]	021 MOTOROLA
50 R90807	Hand-Held Radio	[REDACTED]	[REDACTED]	021 MOTOROLA
51 R90809	Hand-Held Radio	[REDACTED]	[REDACTED]	021 MOTOROLA
52 R90810	Hand-Held Radio	[REDACTED]	[REDACTED]	021 MOTOROLA
53 R90933	Control Head - Mobile	[REDACTED]	[REDACTED]	021 GE
54 R95283	Control Head - Mobile	[REDACTED]	[REDACTED]	021 GE

TRANSFER 7/1

Management Memorandum

No. 09-048 (Expires: 03/03/2010)

June 3, 2009

TO: All Concerned

TRANSFERS, #24-09

Effective June 1, 2009, the following Officers, California Highway Patrol (CHP), are administratively transferred and assigned as indicated. They shall report to their respective commander at 0800 hours on that date. No expenses are authorized, unless otherwise noted.

<u>NAME AND I.D. NUMBER</u>	<u>FROM</u>	<u>TO</u>
[REDACTED]	680 El Cajon	601 Border Division
[REDACTED]	021 Judicial Protection Section	645 San Diego
[REDACTED] (Administrative Expenses are authorized if a move is consummated under the provisions of Chapter 3 of Highway Patrol Manual [HPM] 11.1.)	420 Bakersfield	301 Golden Gate Division
[REDACTED]	250 North Sacramento	201 Valley Division
[REDACTED]	601 Border Division	651 San Onofre Inspection Facility (One-Year Assignment)

Effective July 1, 2009, the following Officers, CHP, are administratively transferred and assigned as indicated. They shall report to their respective commander at 0800 hours on that date. No expenses are authorized, unless otherwise noted.

Management Memorandum

No. 09-080

(Expires: 06/01/2010)

September 1, 2009

TO: All Concerned

TRANSFERS AND AMENDMENT, #42-09

Effective September 1, 2009, the following Officers, California Highway Patrol (CHP), are administratively transferred and assigned as indicated. They shall report to their respective commander at 0800 hours on that date. No expenses are authorized unless otherwise noted.

<u>NAME AND I.D. NUMBER</u>	<u>FROM</u>	<u>TO</u>
[REDACTED]	025 Capitol Protection Section	252 South Sacramento
[REDACTED]	082 Emergency Operations Section	081 Counterterrorism and Threat Awareness Section
[REDACTED]	025 Capitol Protection Section	155 Williams
[REDACTED] (Administrative-Expenses are authorized if a move is consummated under the provisions of Chapter 3 of Highway Patrol Manual [HPM] 11.1.)	735 King City	701 Coastal Division
[REDACTED]	645 San Diego	601 Border Division
[REDACTED]	601 Border Division	645 San Diego
[REDACTED]	540 Newhall	501 Southern Division
[REDACTED]	830 Mojave	801 Inland Division

Effective October 1, 2009, the following Officers, CHP, are administratively transferred and assigned as indicated. They shall report to their respective commander at 0800 hours on that date. No expenses are authorized unless otherwise noted.

<u>NAME AND I.D. NUMBER</u>	<u>FROM</u>	<u>TO</u>
[REDACTED]	680 El Cajon	601 Border Division
[REDACTED]	435 Fresno	401 Central Division
[REDACTED]	201 Valley Division	221 Gold Run
[REDACTED]	850 Victorville	801 Inland Division
[REDACTED]	580 West Valley	501 Southern Division
[REDACTED]	081 Counterterrorism and Threat Awareness Section	082 Emergency Operations Section
[REDACTED]	501 Southern Division	580 West Valley
[REDACTED]	330 Redwood City	301 Golden Gate Division
[REDACTED]	401 Central Division	460 Merced
[REDACTED]	550 Santa Fe Springs	021 Judicial Protection Section
[REDACTED]	081 Counterterrorism and Threat Awareness Section	082 Emergency Operations Section
[REDACTED]	401 Central Division	480 Visalia
[REDACTED]	021 Judicial Protection Section	514 Los Angeles Communications Center
[REDACTED]	765 Ventura	401 Central Division

(Administrative-Expenses
are authorized if a move is
consummated under the
provisions of Chapter 3 of
HPM 11.1.)

ATTACHMENT D

CALIFORNIA HIGHWAY PATROL
2009 FLEET INSPECTION
JUDICIAL PROTECTION SECTION- SOUTH 021

ATTACHMENT D

Equipment ID	License Number	Manufacturer	Model	Y	N	A	T	C	Other/Comments
Property inspection list to equipment									
1				X					
2				X					
3				X					
4				X					
Equipment to inventory list									
1				X					
2				X					
3				X					

LEGEND:

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Active Equipment Inventory by Station Location
(PAR: EQUIP INVENT BY STATION)
11/02/2009

STATION	EQUIPMENT ID	LICENSE	DESCRIPTION	YEAR	MAKE	MODEL	PM LOC
021							301
021							301
021							301
021							301
021							301
021							301
021							301
021							301
021							301
021							301
021							301
021							501
021							501
021							501
021							501
021							501
021							501
021							501
021							501
021							501

021N

021S

Page Number: 1

If any vehicles have been transferred - attach CHP 57 form(s)

VER: 0 BY: DATE:

COMMANDERS SIGNATURE:

ATTACHMENT E

CALIFORNIA HIGHWAY PATROL
2009 WEAPONS INSPECTION REPORT
JUDICIAL PROTECTION SECTION- SOUTH 021

ATTACHMENT E

Officer ID#	Model	Last Name	First Name	Serial #	Y	N	A	T	C	Other/Comments
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	X					
2	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	X					
3	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	X					
4	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	X					
5	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	X					
6	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	X					
7	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	X					
8	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	X					
9	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	X					
10	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	X					
11	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	X					
12	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	X					

LEGEND:

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) TRANSFER (C) = CORRECTED

November 5, 2009

ID#	Last Name
1	1
2	2
3	3
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96	96
97	97
98	98
99	99
100	100

Ser#Comments

[REDACTED]

[REDACTED]

[illegible]

Issued to officer: [REDACTED]

ID# Last Name

Ser#

Comments

[REDACTED]

[illegible][illegible]

Issued to officer: [REDACTED]

Department of California Highway Patrol
Complete Area Inventory
021S - Judicial Protection - South

November 5, 2009

Officer Issued Weapons Total: [REDACTED]

Area Issued Weapons

[REDACTED]

<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED]

<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED]

<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

Issued to Area/Division

<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

Issued to Area/Division: [REDACTED]

[REDACTED]

<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED]

Area Issued Weapons Total: [REDACTED]

Area Grand Total: [REDACTED]